



## Judo Ontario Privacy Policy

<b>Approval Authority</b>	Board of Directors	June 25 <sup>th</sup> , 2023
<b>Next Review</b>	2026	



## **POLICY STATEMENT**

1. This Privacy Policy outlines how Judo Ontario (JO) collects, uses, protects, and discloses personal information obtained from individuals who engage with our services, programs, events, and activities. We are committed to protecting your privacy and ensuring the security of your personal information.

## **DEFINITIONS**

2. The following terms have these meanings in this Policy:
  - "Personal Information" refers to any information that can identify an individual, directly, or indirectly, including but not limited to name, address, email address, phone number, date of birth, and any other information that is linked or can be linked to an individual.
  - "Stakeholder" – Individuals employed by, or engaged in activities on behalf of, JO including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization
  - "Member" - All categories of membership defined in JO's Constitution and Bylaws as well as all individuals employed by, or engaged in activities with, JO including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, tournament organizers, and directors and officers of JO

## **APPLICATION OF THIS POLICY**

3. This Policy applies to all Stakeholders and Members in connection with personal information that is collected, used or disclosed during JO activity.
4. Except as required by Canadian privacy laws, JO's Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.
5. The Board of Directors will annually assign a designate who is responsible for the implementation of this policy. This designate will have the following duties:
  - Implement procedures to protect personal information.
  - Implement procedures to receive and respond to complaints and inquiries.
  - Ensure any third party providers abide by this policy.
  - Train and communicate to staff information about OC's privacy policies and practices.

## **COLLECTION OF PERSONAL INFORMATION**

6. We may collect personal information from individuals through various channels, including our website, registration forms, surveys, email communications, and in-person interactions. The types of personal information we collect may include, but are not limited to:
  - Contact information: name, address, email address, phone number.
  - Identification information: date of birth, age, gender.
  - Emergency contact information.
  - Participation and performance information.



- Health and medical information (if necessary and with consent).
- Photographs and video footage (with consent).

7. Our website may use cookies and other tracking technologies to enhance user experience and collect certain information automatically. This information may include IP addresses, browser type, operating system, and browsing behavior.

#### **USE OF PERSONAL INFORMATION**

8. We use personal information for the following purposes:

- Registering participants for programs, events, and activities.
- Communicating with participants, members, volunteers, and other stakeholders.
- Providing information about our organization, services, and initiatives.
- Processing payments and issuing invoices.
- Organizing and managing events, including scheduling and logistics.
- Evaluating and improving our programs, services, and operations.
- Responding to inquiries, requests, and complaints.
- Complying with legal obligations and enforcing our rights.

9. By providing your personal information to us, you consent to its collection, use, and disclosure in accordance with this Privacy Policy. You have the right to withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice.

#### **INFORMATION SHARING AND DISCLOSURE**

10. We may engage third-party service providers to perform certain functions on our behalf, such as payment processing, event management, or marketing. These service providers have access to personal information only to the extent necessary to perform their services and are obligated to maintain the confidentiality and security of the information.

11. We may disclose personal information if required to do so by law or if we believe in good faith that such disclosure is necessary to:

- Comply with legal obligations.
- Protect and defend our rights and property.
- Prevent or investigate potential wrongdoing.

12. We will obtain your consent before disclosing your personal information to third parties for purposes not outlined in this Privacy Policy.

#### **DATA SECURITY**

13. We implement reasonable physical, technical, and organizational measures to protect personal information against unauthorized access, disclosure, alteration, or destruction. However, no data transmission or storage method is completely secure, and we cannot guarantee absolute security.



## **RETENTION OF PERSONAL INFORMATION**

14. We retain personal information only for as long as necessary to fulfill the purposes for which it was collected or as required by law. When personal information is no longer required, we will securely destroy or anonymize it.

## **YOUR PRIVACY RIGHTS**

15. You have the right to consult the information holdings to examine information about you, within the limits imposed by law. If the relevant information concerns a minor, the request must be made by that individual as well as a representative of parental authority (parent or guardian).
16. A request to review your personal information is made by way of written communication with JO. There is no fee for this service.
17. JO reserves the right to deny requests that would be prohibitively costly, require the disclosure of other members personal information or cannot be disclosed due to legal or security reasons.
18. Requests to correct personal information should be made in writing to JO. JO will verify the request and make the correction if the relevant files are inaccurate.

## **COMPLIANCE CHALLENGES**

19. Any complaint regarding failure to comply with this policy must be addressed in writing to the President of JO who will pass it to the Designate responsible for implementing this policy.
20. The Designate will undertake an investigation of all challenges and take corrective action.
21. If this action requires making modifications to policies or practices, the Designate will submit a report to the Board of Directors, which will consider and approve such modifications if the original complaint is determined to be well founded.
22. If any member finds that a complaint is not dealt with to his or her satisfaction, he or she may appeal the decision to the Board of Directors as per the Discipline, Dispute and Appeals Policy.
23. If a governmental authority believes that it has jurisdiction over a situation or complaint by virtue of an applicable federal or provincial law, Judo Ontario will cooperate fully with the agency in question.